
Utah Department of Human Services Business Decision Report (BDR)

Purpose

The purpose of the Business Decision Report (BDR) is to fully document a proposed project for submission to one of the following to gain approval to allocate resources, expend monetary amounts and begin a project:

- Agency Technology Product Review Committee (TPRC) for small and medium projects (under 1,000 hours or \$50,000) with funding
- DHS Review Committee (DHSRC) for large projects (over 1,000 hours or \$50,000) or
- DHS Review Committee (DHSRC) for all projects without identified funding

The Cost Worksheet is to be included with the submission of the BDR. An example of this page is included in this deliverable definition.

Project Usage

Required for all projects over 20 hours.

Approvals

The following functional positions must review and approve this deliverable before the project proceeds to the next phase of the Office of Technology project life cycle.

- Executive Sponsor
- Business Manager
- Product Manager
- OT Manager

Explanation

The Business Decision Report (BDR) is a free-form document that may change formats to meet business needs. The form itself carries brief explanations of the information to be prepared for review by the Agency Technology Review Committee and/or DHS Review Committee. It should be considered a high-level document—describing the information broadly. More detailed information can be gathered after the project has been approved to move forward.

More extensive descriptions are listed below. The descriptions are organized by question number from the BDR:

Start Date Target

List date when development is estimated to begin.

Completion Date Target

List estimated completion date for project. This should indicate when the team has completed its work and the project enters maintenance mode.

1. Project Description

Describe the major project functions, how the project will be utilized, and how the project supports the agency mission.

2a. Define the Business Need

Provide a rationale for the project. Determine whether the project is to meet a business need or to solve a problem. If the project is focused on solving a problem, define the root cause of the problem.

2b. Players Involved in Determining Needs

List the stakeholder groups and individuals that were involved in determining the business needs.

3. Alternatives to the Project

Briefly explain various alternatives to the project, including the status quo. The intent of this section is to show decisionmakers that the project proposers have considered all the possibilities and rejected those that did not make good economic sense.

4. Prioritizing the Functions

List each of the functions outlined in the scope of the document. Include the criteria and rating scale used to prioritize the functions.

5. Identify and Describe Known Stakeholders

List stakeholders (specific names where applicable) and their interest in the project. They may be contacted if the prioritization committee needs clarification as to project value or need.

6a. Project Goals/Objectives

Why are you doing this project? List the key goals you plan to achieve with this project.

6b. Steps to Meet the Objectives

Provide a brief management summary that outlines how the project will be structured and how the objectives will be met.

6c. Performance Measures

Provide quantifiable measures that you will use to determine the success of the project. Tie these measures to the goals/objectives listed in question 6a. For example, how will you show that consumers are using the project as envisioned and that they are satisfied? If cost reductions were anticipated, were they achieved?

7a. What are the risks of not implementing the project? List the risks that may result from not completing the project (e.g., functional, political, legal, etc.).

7b. Major risks to successful implementation of the project

List the risks to completing the project (e.g., cost, schedule, functionality) Discuss how these risks will be monitored and reduced. If there is a written mitigation plan and/or monitoring plan, please attach them.

8. Assumptions and Dependencies

Describe the basic assumptions for this project and the dependencies the project relies on for success (e.g., technology, other products/projects, integration, partners, vendors, business relationships). Provide information on other projects that may depend on this one.

9. Impacts on other Projects, Committed Resources, Products, or Agencies

List the positive and /or negative impacts. Which will suffer and why? Will additional capacity be required and if so, in what ways?

10. Estimated cost for Project

Provide an estimated cost for the project. If continuing to review multiple alternatives to meet the needs, list the price range of the alternatives.

PRELIMINARY APPROVAL

The cost benefit analysis can be a time consuming process. Prior to undertaking this analysis, the agency director approves the project direction based on the information provided above.

11. Project Funds

List all funding sources and amounts.

12. Cost/Benefit Analysis

Costs should show the cost of completing the project. Benefits should show the savings that will occur (or costs avoided), or the revenue that will occur as a result of implementing the project. Include tangible (e.g., cost savings, fewer staff) and intangible benefits (e.g., staff time will be saved so they can focus on other projects).

13. Other Issues or Problems Not Earlier Identified

Provide details regarding any other issues.

Cost Worksheet

This Excel spreadsheet is included with the Business Decision Report. The spreadsheet captures financial information about:

- One Time Costs
- Ongoing Costs

In early stages of the project, this worksheet will be a helpful guide when estimating costs.

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Estimating Matrix

Request Number		Project Name/Title		
Project Number		Deliverable/Document Title		
Work Order Number		Date Published		Version Number
Client Org. Number		Executive Sponsor		Development Supervisor
		Program Manager		Project Leader

1. LABOR ESTIMATES *(expressed in terms of person-hours)*

Development / Project Mgt.	Appl.	Project	Other	
Resources	Dev.	Mgt.	()	Sub-Total
Project Initiation	0	0	0	0
Client Business Requirements	0	0	0	0
Alternatives Study & Recommendation	0	0	0	0
Client Business Solution Design	0	0	0	0
Technical Design	0	0	0	0
Construction	0	0	0	0
Testing	0	0	0	0
Client Acceptance	0	0	0	0
Conversion & Implementation	0	0	0	0
Post-Implementation Support	0	0	0	0
Project Closing	0	0	0	0
Development Resources Total	0	0	0	0

OTHER Project Support Resources *(e.g. Security, Desktop Support, Telecom, Clients, etc.)*

Organization Name								Sub-Total Other
Project Initiation	0	0	0	0	0	0	0	0
Client Business Requirements	0	0	0	0	0	0	0	0
Alternatives Study & Recommendation	0	0	0	0	0	0	0	0
Client Business Solution Design	0	0	0	0	0	0	0	0
Technical Design	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0
Testing	0	0	0	0	0	0	0	0
Client Acceptance	0	0	0	0	0	0	0	0
Conversion & Implementation	0	0	0	0	0	0	0	0
Post-Implementation Support	0	0	0	0	0	0	0	0
Project Closing	0	0	0	0	0	0	0	0
Development Resources Total	0	0	0	0	0	0	0	0

Estimating Matrix Acceptance Signoff:

Project Leader	Date
Application Development	Date
Application Development Mgr.	Date
Program Manager	Date

Grand Total 0

Note: The Estimating Matrix is to be completed only when the total hours is estimated to be > 250 hours

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							Sub-Total
Organization Name							Other
Consultants							\$0
Travel							\$0
Training							\$0
Freight							\$0
Installation							\$0
Data Communication							\$0
Hardware							\$0
Software							\$0
Documentation							\$0
Voice Communication							\$0
Furniture & Fixtures							\$0
Facilities							\$0
Land							\$0
Other							\$0
Other							\$0
Other							\$0
Total One-Time Development Costs:	\$0	\$0	\$0	\$0	\$0	\$0	\$0

3. ON-GOING IMPACTS

							Sub-Total
Income	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Other
Grants							\$0
Service Fees							\$0
Other							\$0
Other							\$0
Total Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0

							Sub-Total
Expense							Other
Salaries							\$0
Benefits							\$0
Consultants							\$0
Hardware Depreciation							\$0
Software Amortization							\$0
Software Maintenance							\$0
Hardware Maintenance							\$0
Other							\$0
Other							\$0
Total Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Profit / (Loss)	\$0	\$0	\$0	\$0	\$0	\$0	\$0

One Time Development Costs	\$0
ROI	\$0
Payback Period	0